



**State of Rhode Island
Department of Administration / Division of Purchases
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**Solicitation Information
October 17, 2012**

ADDENDUM # 1

**RFP#7458164
RFP Title: Water Quality Sampling and Sample Analysis
Bid Opening Date & Time: 10/31/12 @ 2:00 PM (Eastern Time)**

Notice to Vendors:

ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES.

NO FURTHER QUESTIONS WILL BE ANSWERED.

**David J. Francis
Interdepartmental Project Manager**

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.

Vendor Questions for RFP #7458164-Water Quality Sampling and Sample Analysis (Health)

Question 1: Deliverable No. 1: Is one report summarizing the year of sampling and results required or is one report per some other frequency (i.e. quarterly) required?

Answer Q1: Deliverable #1 is a requirement for one (1) report summarizing the year of sampling results.

Question 2: Are all sampling locations currently established and easily accessible?

Answer Q2: All sampling locations are established. Six (6) of the sample sites are located in a well pit (confined space) at the following systems: United Water RI, Ocean State Power, Coventry Air National Guard, Richmond Water Supply, Burrilville Middle School, and Chimera public water systems.

Question 3: Will points of contact be provided by the DOH?

Answer Q3: Yes, during a project kick-off meeting

Question 4: Do any specific health and safety issues (i.e. lock out/tag out, confined space entry, other hazardous atmospheres) need to be considered for any of the sampling sites, if so, which ones?

Answer Q4: Six (6) of the sample sites are located in a well pit (confined space) at the following systems: United Water RI, Ocean State Power, Coventry Air National Guard, Richmond Water Supply, Burrilville Middle School, and Chimera public water systems.

Question 5: Is it possible to provide the listing of sample locations/addresses referred to on page 7 (Requirements, Item 1) of the RFP?

Answer Q5: This list will be provided during a project kick-off meeting.

Question 6: Is the DOH laboratory able to provide Electronic Data Deliverables (EDD) for the data dissemination?

Answer Q6: Yes, however the Laboratory will provide sample results to HEALTH. HEALTH will provide them to the vendor. It can be arranged for the vendor to receive them electronically if this method is preferred.

Question 7: Will field blanks, duplicates, or other QA/QC samples be required?

Answer Q7: No

Question 8: Will sample bottles prepared with the appropriate preservative be provided by the RIDOH?

Answer Q8: No

Question 9: Will sanitary coolers for sample preservation be provided by the RIDOH?

Answer Q9: No

Question 10: Page 10 – Cost Proposal: The second sentence indicates “Pricing should also be submitted per site, with specific cost detail relative to each analysis required.” Is an average cost acceptable or is a site specific cost required?

Answer Q10: An average cost is acceptable. This will not alter the scoring criteria and analysis.

Question 11: Are “hard copies” reports required or can reports be provided Electronically?

Answer Q11: Electronic reports are acceptable (CDRom, diskette, or flash drive) in unprotected/unlocked Microsoft Word or Excel Format only.

Question 12: Based on the above referenced bid specification would it be acceptable to use 524.2 SIM or SW 8260 SIM for the 1,4 Dioxane analysis?

Answer Q12: The vendor will not be performing sample analysis. The laboratory will adhere to the protocols and specifications posted in the RFP.

Question 13: Am I correct in interpreting that his bid is for sampling only and all analysis will be performed by the State of RI Laboratory? If so, will there be an RFP to perform the laboratory analysis/testing?

Answer Q13: Yes, this bid is for sampling only. There will be no additional RFP posted for sample analysis.

Question 14: RFP Requirement 5 - Why is verification of fee schedules with the Department of Health Division of Laboratories for all tests conducted required if the RI State Health Laboratory is to analyze all samples as indicated under Requirement 6 and the vendor is not required to provide payment for services provided by the Department of Health Division of Laboratories for the sample analysis required to complete the outlined tasks (RFP Requirement 7)?

Answer Q14: To ensure the vendor has communicated with the laboratory regarding any associated fees for which the vendor may be responsible, i.e. purchase of sampling bottles etc.

Question 15: Is the monitoring of the four listed contaminants: hexavalent (chromium -6), perchlorate, 1,2,3-trichloropropane, and 1,4-dioxane being conducted to meet the EPA Unregulated Contaminant Monitoring Rule 3 (UCMR3) monitoring requirements?

Answer Q15: Monitoring is being conducted to aid HEALTH in determining how wide-spread and prevalent these contaminants are in Rhode Islands drinking water sources. This information will enable

HEALTH to understand the health risks from these contaminants in RI in order to take appropriate planning measures as the EPA moves toward regulation.

Question 16: If the answer to Question 2 is yes, is the RI State Health Laboratory registered or in the process of registering with the EPA to analyze the listed contaminants in public water systems samples?

Answer Q16: Yes

Question 17: The initial sentence under this section of the RFP states “The vendor will work with HEALTH and public water system officials to sample and test drinking water...”

Section 3 further states; The scope of services for each site shall include the following tasks:

c. “Water quality sampling and sample analysis for...”

REQUIREMENTS Item #5 states; “Verify fee schedule with the Department of Health Division of Laboratories for all tests required to be conducted in fulfillment of the deliverables required herein”.

REQUIREMENTS Item #7 states: “The vendor is not required to provide payment for services provided by the Department of Health Division of Laboratories for the sample analysis required to complete the tasks outlined herein.”

- a. The scope of work is not clear regarding the responsibility for execution of the laboratory analysis of the samples. Please clarify whether or not the Vendor should include the cost of sample analysis in the Vendor bid price.
- b. Please clarify whether the cost of the laboratory analyses is included in the project budget declared in the RFP (\$70,000.00)

Answer Q17: a. Yes, this bid is for sampling only. There will be no additional RFP posted for sample analysis.

b. The cost of laboratory analysis is not included in the project budget declared in the RFP (\$70,000.00).

Question 18: REQUIREMENTS Item #1 states: "Frequency, degree and type of testing may be revised at any time during the duration of this contract."

Please clarify what type of notification will be provided the Vendor in the event that HEALTH changes the scope of work ("frequency, degree and type of testing"). Please verify that if the scope of work changes the Vendor will have the opportunity to review the revised scope of work and negotiate a modification of the project schedule and cost.

Answer Q18: Changes to the Scope of Work are not anticipated. The contingency cost of 10% noted in the Cost Proposal section may be used to cover the cost of changes to frequency, degree and type of testing, if any occur.

Question 19: REQUIREMENTS Item #3 states; "...perform re-sampling and analysis submission at no additional cost in the event of field or laboratory contamination of samples or if questionable results are reported."

This requirement is placing responsibility for the laboratory quality control and reporting upon the Vendor performing the sampling. While the Vendor is certainly responsible for any problems occurring related to improper sampling (sampling methodology, sample location, sample handling, chain-of-custody, etc.) it is not reasonable for the Vendor to be responsible for problems (handling, sample prep, contamination, analytical methodology, instrument calibration, QA/QC, reporting, etc.) that may occur in the RI State Health Laboratory. Please provide a clarification regarding the division of responsibility, particularly considering that the Vendor is not responsible to provide payment for laboratory services (see REQUIREMENTS Item #7).

Answer Q 19: HEALTH will not hold the vendor responsible for costs associated with problems that are not directly associated with work performed by the vendor under the terms of the scope of work as defined in the RFP.

Question 20: The RFP does not identify the RI State Health Laboratory sample analysis turn-around time. Is it possible to provide an estimate of

turn-around time to enhance the ability of bidders to assess the project schedule for preparing Sample Analysis Reports?

Answer Q 20: The vendor will meet with HEALTH and the Division of Laboratories to establish an appropriate sample submission schedule to accommodate laboratory analysis turn-around times. Bidders may contact the Laboratory to obtain information needed to complete the bid.

Question 21: REQUIREMENTS Item #12 states: "The vendor is required to provide all materials required to complete sampling as outlined herein..."

Please clarify if this requirement includes provision of sample containers and preservative, or if these containers will be provided by the RI State Health Laboratory?

Answer Q 21: The vendor is responsible for all materials required to complete sampling per the RFP. This includes containers, coolers, etc.

Question 22: DELIVERABLES Item #3 states: "Provide all original Laboratory Analysis Reports."

Please clarify that the RI State Health Laboratory will produce the original Laboratory Analysis Reports and also please clarify what the time frame will be following submittal of the samples, for the State Lab to produce said report.

Answer Q 22: The Laboratory will provide sample results to HEALTH. HEALTH will provide them to the vendor. It can be arranged for the vendor to receive them electronically if this method is preferred. The vendor will meet with HEALTH and the Division of Laboratories to establish an appropriate sample submission schedule to accommodate laboratory analysis turn-around times. Bidders may contact the Laboratory to obtain information needed to complete the bid.

Question 23: Is this work that is currently, or has previously been, performed by an outside consultant under a similar contract? If so, can you tell us who has previously held this contract?

Answer Q 23: This is not work that is currently or that has previously been performed by an outside consultant.

Question 24: What are the business hours for the state laboratory performing the laboratory analysis? Hexavalent Chromium for example, has a 24 hour holding time. Can samples collected at 7 AM be dropped to the laboratory at the end of the business day? In other words, are there any restrictions in terms of when samples can be dropped at the laboratory during these business hours?

Answer Q24: The vendor will meet with HEALTH and the Division of Laboratories to establish an appropriate sample submission schedule to accommodate laboratory analysis turn-around times. Bidders may contact the Laboratory to obtain information needed to complete the bid.

Question 25: Who is ultimately responsible for the selection of representative sample locations?

Answer Q 25: The Director of the Department of Health and/or his/her designee.

Question 26: Are any unique personnel security clearances that are required to access any of the sampling locations?

Answer Q 26: There may be special clearance required at the Naval Station Newport and Newport Navy Fort Adams sites.

Question 27: Can you please explain in more detail how Appendix D is to be completed? In particular please explain, "Hourly Rate of Pay". Is this essentially the bidder's proposed bill rate? If this is not a bill rate, where on the form is profit to be added?

Answer Q 27: The vendor must provide a list of all employees for whom they expect to bill services. The hourly Rate of pay refers to the vendor's billing rate for each employee and is generally inclusive of fringe and benefits. Profit must be added as a separate line item.

Question 28: Many small businesses do not have a federally approved indirect (overhead rate). Will this preclude such firms from being selected for this project? Is there a default (or cap) rate that firms can use if they do not have a federally approved rate?

Answer Q 28: Small businesses are not precluded from selection on the basis of having no federally approved indirect rate. The cap rate that firms can use in this instance is 10% of the project budget and is called the Administrative Rate.

Question 29: Would the state consider a fixed not to exceed price to perform this work?

Answer Q 29: Yes. This will not alter the cost proposal scoring criteria or analysis.

Answer Q 30: Will sample containers be provided by the state laboratory?

Answer Q 30: No.

END